

Personal Details:

Title: _____

First name(s) _____ Surname: _____

Address: _____

_____ Postcode: _____

Home No. _____ Mobile No. _____

Email: _____ Gender: Male Female
(Leave blank if you would rather not say)

Date of Birth: _____ Nationality _____

Trade/Profession: _____ National Insurance No. _____

Payment Options: Weekly Monthly

Do you suffer from any medical conditions which may affect you at work?

No Yes *If yes please provide details below*

Emergency Contact Information

Name: _____ Address: _____

Relationship to you: _____

Home No. _____

Mobile No. _____

Bank/building society details

Name on account _____ Bank name _____

Sort code _____ Account No. _____

Reference number (Building Societies only): _____

Tax Information

Please select **one** of the following 3 choices

1. This is my first job since 6 April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.

2. This is now my only job, but since last April I have had another job, or have received taxable Jobseeker's Allowance or taxable Incapacity Benefit. I don't receive a state or occupational pension.

3. I have another job or receive a state or occupation pension.

Student Loan

SL1. Do you have a Student Loan as described below in "Student Loan Plans" which is not fully repaid?

Yes If yes, go to section SL2.

No If no, go to section PL1.

SL2. Did you complete or leave your studies before 6th April?

Yes If yes, go to section SL3.

No If no, go to section PL1.

SL3. Are you repaying your Student Loan directly to the Student Loans Company by agreed monthly payments?

Yes If yes, go to section PL1.

No If no, go to section SL4.

SL4. What type of Student Loan do you have?

Plan 1 Plan 2

Student Loan Plans

You will have a **Plan1** Student Loan if;

- You lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
- You lived in England or Wales and started your undergraduate course before 1st September 2012

You will have a **Plan2** Student Loan if;

- You lived in England or Wales and started your undergraduate course on or after 1st September 2012.
- Your loan is a Part Time Maintenance Loan
- Your loan is an Advanced Learner Loan
- Your Loan is a Postgraduate Healthcare Loan

Postgraduate Loan

For more guidance about funding and repaying, go to www.gov.uk/funding-for-postgraduate-study

PL1. Do you have a Postgraduate Loan which is not fully repaid?

Yes If yes, go to section PG2.

No If no then go to "Payslips"

You will have a Postgraduate Loan if;

- You lived in England and started your Postgraduate Master's course on or after 1st August 2016
- You lived in Wales and started your Postgraduate Master's course on or after 1st August 2017
- You lived in England or Wales and started your Postgraduate Master's course on or after 1st August 2018

PL2. Did you complete or leave your Postgraduate studies before the 6th April?

Yes If yes, go to section PL3.

No If no then go to "Payslips"

PL3. Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?

Yes

No

Payslips

Your payslip will be posted to you.

Working in the U.K.

To comply with legislation recently introduced, we are required to confirm your right to work in the UK, even for UK nationals. To that end, please would you forward by email, fax or post a copy of your passport or any other photo Identity. This will be held on file.